

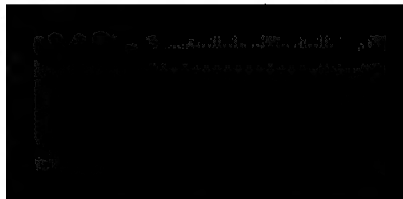
DD/S&T# 280-75

22 January 1975

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CRD # 0395-75

MEMORANDUM FOR:



SUBJECT : Change in Stenographic Qualifying Standards

1. For many years our shorthand qualifying standard has been 80 words per minute dictation for three minutes and 20 minutes to transcribe with no more than five errors allowed.

2. Recently, the point was made that the Civil Service Commission's shorthand test is easier to pass than ours. CSC permits no more than 12 errors.

3. We have decided to compromise. Effective 20 January 1975, no more than eight (8) errors will be allowed. Other elements of the test remain unchanged.

4. I would appreciate your passing this information to the Training Officers in your components as it is meaningful to those employees on duty who are attempting to qualify as stenographers.

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Chief, Staff Personnel Division

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- 1 - each addressee
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